

Kids' Factory

- Kids' Factory is a drop-in recreation program, offering recreational activities only and is not to be considered an accredited child care program.
- The Kids' Factory Program is a drop-in recreation program designed for elementary school children entering grades K-6th.
- Activities include: arts & crafts, activities, games, sports and much more!
- This program is voluntary. Parents are responsible for providing transportation to and from the program. Staff are not allowed to transport children.
- Children must have a completed emergency card to be kept on file at the Kids' Factory site. This card must be updated immediately when changes occur. Emergency cards are available at the site during the Kids' Factory program hours or at the Department of Recreation & Community Services.
- Late Fee Policy: Children must be picked up on time. If a child is picked up late, or not picked up on time a late fee of \$10.00 fee will be assessed for every fifteen minutes. The fee must be paid before the child can return to the Kids' Factory program or participate in any Recreation Department Program. Those children who are chronically picked up late will be dismissed from the program.
- All activities will be held outdoors and are subject to cancellation due to unfavorable weather conditions such as: rain, wind, extreme heat and cold. Call the Kids' Factory Weather Hotline after 11am at, (949) 460-2735 when weather conditions are questionable.

For More Information, Call (949)460-2725
Visit Us At:
www.saddlebackrecreation.com





Department of

Recreation & Community Services Department Program Registration Form

Saddleback Valley Unified School District

Attention Customers!

Beginning April 16th, 2012, a Non-Refundable \$5 Convenience fee will be added to each program credit card purchase replacing the current 4.5% convenience fee. This additional fee only applies to the use of credit and debit cards; this fee does not apply to payments by, cash, check, money orders or cashier checks.

PRIMARY CONTACT (responsible adult for registering persons in the courses)

Last Name: _____ First Name: _____ Female _____ Male _____

Street Address: _____ City, State, Zip: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Activity #	Participant Name	Grade	Birthdate (minors)	Sex	Activity Name	Start Date	Fees
				M / F			
				M / F			
				M / F			

Total

T-Shirt Size: Youth Camps, Clinics & Leagues (circle) YOUTH: M / L - ADULT: S / M / L / XL

Please check here if you wish to donate \$1 to the Mark Feldman Scholarship Fund to benefit low income families: _____

MasterCard or Visa Acct.#: _____ Expiration Date: _____ / _____

Note: Beginning April 16th, 2012, a Non-Refundable \$5 Convenience fee will be added to each program credit card purchase replacing the current 4.5% convenience fee. This additional fee only applies to the use of credit and debit cards; this fee does not apply to payments by, cash, check, money orders or cashier checks.

If credit card name is different from parent/guardian listed above, please write it here: _____

All credit card registrations will be assessed a \$1.00 postage and handling fee for return of class confirmation.

Authorized Signature: _____ Date: _____

Please Print Name: _____

I voluntarily agree to participate or for my children to participate in this or these programs. I realize that every precaution is taken to eliminate any hazards and a competent supervisor is present; however, in the event of any injury to myself or my child, I hereby waive, release and hold harmless from any liability for damages or claims for damages for personal injury, including accidental death, as well as from claims for property damage which may arise in connection with the above named activity, against the employees of, the Department of Recreation & Community Services personnel and the Saddleback Valley Unified School District.

Authorized Signature: _____ Date: _____

Mail to: SVUSD Recreation & Community Services, 25171 Moor Ave, Mission Viejo

If you would like a confirmation please enclose a self addressed stamped legal size envelope.

Or Fax: Registration form with your MasterCard or Visa Card number to (949) 454-0790.

Available 24 hours a day! Confirmation of registration will be mailed to you!

Refund / Cancellation Policy:

1. Full refunds/credits are available for courses cancelled by the Department.
2. Refund requests must be received 3 business days prior to the start of program and will be subject to a \$10 withdraw processing fee.
3. NO partial refunds will be granted for swim lessons and/or camps.
4. All credits granted will be valid for one year from the date of issue.
5. NO withdrawals will be accepted after the completion of a program regardless of participant attendance.

_____ Refund (Please see #2 above)

_____ Non Refundable Credit on Account (Valid for one year after the date of issue)

Note: Payments made by check may take up to 45 days for refunds to process.

